

# IT Initiative Supplement

February 25, 2010

## I. Project Description

**Project Title:** School Staffing

**Brief Description of the Project Title:** The School Staffing Project will expand the K-12 education data systems to include data on school staffing, including teacher qualifications, experience, and professional development.

**Statewide Priority:**

**Agency Priority:** 2

**Estimated Completion Date:** 01/2013

**IT Project Biennium:** 2013

**Request Number:** 186

**Version:** 2013-3501-A-61

**Agency Number:** 3501

**Agency Name:** Office of Public Instruction

**Program Number:** 06

**Program Name:** State Level Activities

**A. Type of Project (check all that apply)**

Enhancement ☒ X

Replacement ☒ X

New ☒ X

O&M

**B. Type of System (check all that apply)**

Mid-Tier

Mainframe

GIS

Web ☒ X

Network ☒ X

## II. Narrative

### C. Executive Summary

By January 2013, improve education services to students by:

- Expanding P-20 education data systems to include data on school staffing, including qualifications, experience, professional development, mobility, personnel assignments, employment status, and salary and benefit information for licensed and classified staff;
- Improving data collection practices and the quality of data about Montana educators; and
- Informing efforts by policymakers to meet the demand for qualified and effective teachers and administrators.

#### Project Purpose and Objectives:

- Assess and communicate the quality and achievements of K-12 education
- Provide access to management of information and data related to K-12 school improvement
- Support accountability and improvement in all Montana schools

#### Technical Implementation Approach:

- The technical implementation approach has not been determined.

#### Project Schedule and Milestones:

TASK	MILESTONE (Y/N)	PLANNED COMPLETION DATE
<b>Requirements defined for four sub-projects: Teacher Preparation and Licensure Employment, Personnel Assignments Secondary Course Codes Compensation, Salary and Benefits</b>	<b>Y</b>	<b>09/30/2010</b>
<b>System Design approved</b>	<b>Y</b>	<b>12/31/2010</b>
<b>Development (Based on approved system design, development may include RFP)</b>		<b>12/31/2011</b>
<b>Receive signoff from reviewers of development phase to move to testing</b>	<b>Y</b>	<b>12/31/2011</b>
<b>Testing</b>		<b>10/31/2012</b>

<b>Receive signoff from testers to move to implementation phase</b>	<b>Y</b>	<b>10/31/2012</b>
<b>Training</b>		<b>11/30/2012</b>
<b>Implementation Phase - Unique Educator Identifier Assigned</b>	<b>Y</b>	<b>01/01/2013</b>

**D. Business and IT Problems Addressed**

There are currently no outstanding problems.

**E. Alternative(s)**

**Alternatives Considered:** No alternatives considered since requirements gathering is currently in progress.

**Rationale for Selection of Particular Alternative:**

**F. Narrative Detail**

In the 2011 Biennium the Office of Public Instruction (OPI) began a series of strategic initiatives designed to upgrade and improve their information management capabilities. This initiative addressed the development of a companion capability to track basic school staffing data. Gathering representatives from across the state, OPI began concept development of a data collection and reporting system capable of effectively collecting and reporting basic information on school staffing to include: staff compositions, basic descriptive data on staff qualifications and certifications, workload data, compensation data, assignment data, and continuing education/training data.

Intended to extend OPI's collection, reporting, and educational management capability, the system was to work seamlessly with the Achievement in Montana (AIM) system and further increase OPI's ability to quickly and accurately respond to critical reporting requirements. Further, the system was intended to minimize changes in existing data management systems and reduce the complexities of interfacing with existing state, school district, and school level collection and reporting systems. The project purpose is to link an individual educator beginning with 1) Preparation (Professional Educator Preparation Program Standards (PEPPS)), to 2) Licensure, to 3) Employment, to 4) Retirement. The inability to track an educator through this lifecycle impedes the accurate and timely reporting required by federal and state reporting. The connection of a unique educator identifier will provide the linkage needed for the collection, storage, retrieval, and reporting OPI needs to meet current and future data analysis requirements.

## III. Costs

**G. Estimated Cost of Project:**

<b>1. Personnel Services – IT Staff:</b>	<b>\$142,640</b>
<b>2. Personnel Services – Non IT Staff:</b>	
<b>3. Contracted Services:</b>	<b>\$200,000</b>
<b>4. ITSD Services:</b>	<b>\$20,000</b>
<b>5. Hardware:</b>	
<b>6. Software:</b>	
<b>7. Telecommunications:</b>	<b>\$5,400</b>
<b>8. Maintenance:</b>	
<b>9. Project Management:</b>	
<b>10. IV&amp;V</b>	
<b>11. Contingency:</b>	
<b>12. Training:</b>	<b>\$11,000</b>
<b>13. Other:</b>	<b>\$20,960</b>
<b>Total Estimated Costs:</b>	<b>\$400,000</b>
<b>Total Funding:</b>	<b>\$400,000</b>

## **IV. Funding**

**H. Funding**

- 1. Fund: 01100**
- 2. Amount: \$400,000**
- 3. Total Costs: \$400,000**

**Cash/Bonded: Cash**

**Bill Number: HB 0002-Base**

## **V. Cost upon Completion**

## 1. Operating Costs upon Completion

**FTE:**

**Personal Services Costs:**

**Operating Costs:**

**Maintenance Expenses:**

**Total Estimated Costs:**

## 2. Funding Recap

**Fund Type:** General Fund

**Amount:** \$400,000

**Total Funding:** \$400,000

# V. Risk Assessment

## A. Current IT Infrastructure Risks

1. Current application 10+ years old?  
- Educator Licensure **Yes**  
- ADC  
Date of last major upgrade? **Under constant minor revisions**
2. Current application is based on old technology? **Yes**  
- **Replacing Citrix application**  
If yes, what is the current hardware platform, operating system, and programming languages used to support the application? **Current applications are a mix of SQL Server and Access. OPI is replacing all Access with VB .NET and SQL Server. Applications will be web enabled to eliminate the need for Citrix.**
3. Is the agency not capable of maintaining the current application with internal technical staff?  
**Current applications may need to be rewritten to be compliant for state and federal reporting and will be maintained by internal technical staff.**  
**This is not an issue.**  
  
\_\_\_\_\_  
If yes, who supports the application today?

4. Other IT infrastructure risks? **Yes**  
 If yes, provide further detail.  
**The OPI is in the middle of upgrading to SQL Server 2008, which may impact timelines.**  
**The upgrade is scheduled to complete in Sept 201, so impact is expected to be minor.**

## **B. Current Business Risks**

1. What are the risks to the state if the project is not adopted?  
 - OPI's ability to quickly and accurately respond to critical state and federal reporting requirements is the risk.  
 - School districts spend more than \$1.1 billion for salary and benefits for school personnel.  
 - State will improve policy decisions by collection of greater detail of the teacher qualifications, experience, and professional development.
2. Does the current application meet current business requirements? **No**  
 If "no", what specific business functions does the application lack?  
 The current systems do not contain the linkage necessary to track a teacher through his/her teaching lifecycle.

## **C. Project Risk Assessment**

1. Describe any major obstacles to successful implementation and discuss how those obstacles will be mitigated.

**Table H Risk Assessment**

Description	Severity (H/M/L)	Probability of Occurrence (%)	Estimated Cost	Mitigation Strategy
Resource Availability (internal)	H	90%		Partner with Division Administrators for needed subject matter expert availability.
Technical skillset not available within OPI	M	75%		Document technical need to project sponsor and propose hiring a preferred vendor.
Office space and equipment not available (if RFP is awarded)	M	75%		Advise project sponsor and propose transforming a conference room into office space.